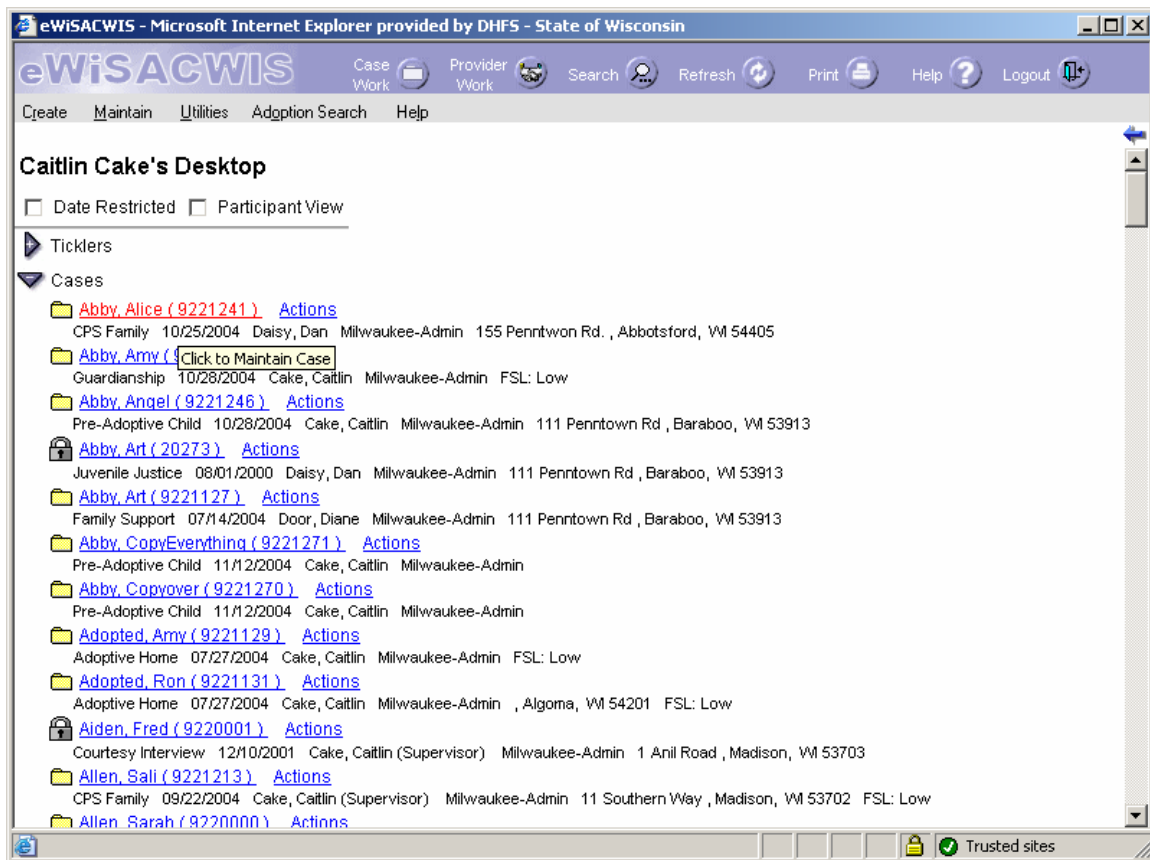# Person Management

1. From the Outliner, click on the case name to open Maintain Case.

2. Click on the name of the participant in the Participants group box to open Person Management.

3. The Basic tab of Maintain Person is opened. The Name group box displays the Person Id and the Person Name. This field is editable and should be used when a name needs to be updated.

   The Basic group box is user entered. The Red fields are ARCARS elements. These fields are required to prevent AFCARS Ticklers. The U.S. Citizen check box is automatically checked off. If the person is not a US Citizen, uncheck the box.

   Complete the rest of the data elements as appropriate.

4. The Additional tab is used to identify specific information about the participant. The Person Information group box is used to identify the participant's mother, father and/or guardians. **It is important to complete these fields as they are used to pre-fill other documents and tabs.** Use the Search hyperlinks to search out the appropriate mother/father and/or guardians.

Complete the rest of this tab with applicable information.

5. The AKA Names Tab is used to identify other names the participant may or have used such as maiden names, nicknames, previous married names, and alias's. Use the Insert button to add names. The Search function will search based on the AKA Names tab if the information has been entered on this tab.

6. The Address Tab is used to document current and historical addresses that the participant has lived at. If a child has been placed in out of Home Care, those addresses should also be documented on this tab. The system will ask the user when creating an Out of Home Placement if the participant's Person Management Record Address tab should be updated. If the user selects yes, this tab will automatically be updated.

The Insert button on the bottom of the page will allow a new address to be inserted. If the user inserts a new address, it is important to use the Edit hyperlink next to the current address to end date it. The Delete hyperlink next to the address will completely delete the address.

7. The Relationship Tab is view only. This tab will list all participants in the case and if they have been involved in any other cases. The Case ID column will list all cases that the participant has had involvement.

Case ID	First Name	Last Name	MI	Relationship	Entry Date
20252	Becky	Rankin		Reference Person	07/31/2000
20252	Anna	Rankin		Niece	07/31/2000
20252	Art	Abby		Former Spouse	09/08/2004
20252	Amber	Abby		Biological Child	09/08/2004
20273	Angel	Abby		Biological Child	08/01/2000
20273	Art	Abby		Reference Person	08/01/2000
20273	Alice	Abby		Mother	08/01/2000
20273	Simon	Abby		Biological Child	08/13/2001
20273	Annabel	Abby		Biological Child	08/13/2001
20273	Casper	Ghost		Unknown	06/18/2004
20273	ksjkflsdas	ksjdfkas		Adjudicated Father	07/15/2004
20273	Amber	Abby		Biological Child	10/19/2004
20273	Art	Abby		Assistant District Attorney	12/20/2005
20273	Art	Abby		Assistant District Attorney	12/20/2005
9221127	Art	Abby		Reference Person	07/14/2004
9221127	Annie	Abby		Biological Child	07/14/2004
9221127	Angel	Abby		Biological Child	08/13/2004
9221127	Alice	Abby		Corporation Counsel	08/13/2004
9221127	Amber	Abby		Biological Child	08/13/2004
9221128	Amber	Abby		Reference Person	07/16/2004

8. The Kinship/AFCARS Tab is used to document child specific information. This relates to all cases, not just Kinship. Enter all applicable information in the appropriate boxes. If the child is not in school yet, enter the school district code of where the child resides. To avoid an AFCARS Tickler, complete the Child's Disability group box.

9. Numerous Background Checks can be done on the participant. Use the Insert button on the bottom of the page to add additional lines. The Delete hyperlink will delete the current line before it has been saved. Once the line has been entered and saved, it is no longer editable and can not be deleted.

Note: eWiSACWIS will not do automated background checks. This page is used for documentation purposes only.

Click Save and Close to return to Maintain Case.